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ABSTRACT

A manual was developed to give "some rational guidance in citing procedures for United States government publications." The manual calls for full citations, rather than abbreviations in order to ease the task of identifying and locating a document. Directions are given for bibliographic citations of: general publication; Congressional publication; Presidential publications; laws, regulations, treaties, Supreme Court decisions, and the Constitution; as well as periodicals. Appendixes contain a selected list of style manuals and sample bibliographic citations. (DGC/JY)

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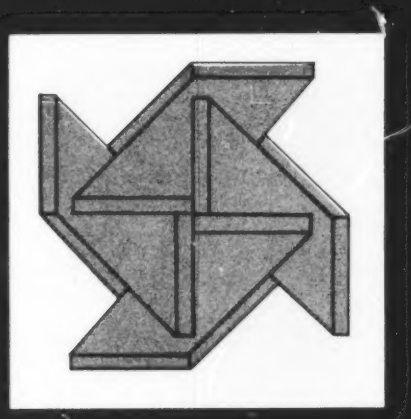

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CITATION MANUAL FOR UNITED STATES GOVERNMENT PUBLICATIONS

George D. Brightbill
Documents Librarian

and

Wayne C. Maxson
Reference Librarian

Samuel Paley Library
Temple University

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TABLE OF CONTENTS

		Page
INTRODUCTION		iii
HOW TO USE THIS MANUAL		vii
SECTION I.	GENERAL PUBLICATIONS	1
	A. Author	3
	B. Title	9
	C. Secondary Author Statement	10
	D. Edition Statement	10
	E. Series Note	11
	F. Publishing Statement	11
II.	CONGRESSIONAL PUBLICATIONS	15
	A. Debates and Proceedings	17
	B. Bills, Acts, and Resolutions	19
	C. Hearings	19
	D. Reports and Documents	21
	E. Committee Prints	24
III.	PRESIDENTIAL PUBLICATIONS	27
	A. Current Materials	29
	B. Retrospective Materials	31
IV.	LAWS, REGULATIONS, TREATIES, SUPREME COURT DECISIONS, AND THE CONSTITUTION	33
	A. Laws	35
	B. Regulations	36
	C. Treaties	36
	D. Supreme Court Decisions	37
	E. Constitution of the United States	38
V.	PERIODICALS	39
APPENDIX I:	Selected List of Style Manuals	43
APPENDIX II:	Sample Bibliographic Citations	47
INDEX		59

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INTRODUCTION

This manual is designed for the student or non-specialist who desires some rational guidance in citing procedures for United States government publications. Methods of citation vary widely in the available manuals such as Campbell and Turabian, and even more so in editorial practice. In addition, the available manuals are not usually complete for government publications, leaving many questions unanswered. Law students and some other specialists will no doubt prefer to follow citation forms more in keeping with established practices in their field of specialization, but the need for general guidance in citing government publications is clear.

Our experience in giving assistance in deciphering citations to government publications leads us to feel that the fuller the citation, the easier it is to identify and locate a document. We take the premise that the citations are intended not only to indicate sources, but to be useful in identifying those sources sufficiently for the reader to locate them with a minimum amount of difficulty. Consequently, we do not subscribe to the abbreviated citation method, but feel that a variety of additional information should be included. At the same time, there ought to be a rationale for every part of the citation, and it is our hope that we have provided this rationale.

It would be convenient to have a fool-proof citation pattern

that would work for each kind of government publication without the necessity of resorting to individual judgement. This is no more possible with government publications than with any other kind of materials. The difficulty in deciding just what is and what is not a government publication, coupled with the great variation in the publications themselves, makes it doubly difficult to establish basic citation forms. Nevertheless, we have tried to present a rational methodology so that when it is necessary or advisable to alter the method followed here, it can be done within the framework provided.

There has grown up a myth that there is only one way to cite a source, and that is the "correct" way; the fear of students not to follow the "correct" way is both astonishing and disheartening. With all due respects to standardization, toward which this manual tries to contribute, slavish following of any standard is not a particularly worthwhile exercise.

Bibliographic and Footnote Forms

The citations which are given here are usually for the bibliographic form, but can be adapted with slight modification for the footnote. In the case of citations to such items as the Code of Federal Regulations, United States Code, and United States Supreme Court Reports, we have followed a legal abbreviated form. Such items as these are not commonly found as

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bibliographic entries except in specialized works such as a bibliography of government documents, but are nearly always found as footnote citations.

The following examples should help in seeing the variations between the bibliographic and footnote forms, remembering that the difference depends largely on what one wishes to document.

Bibliographic Form

Congressional Record 105-112 (1959-1966).

Congressional Record 114 (1968).

U.S. Congress. Senate. Committee on Commerce. Dry Cereals. Hearings... 91st Congress, 2nd Session, 1970. (Serial No. 91-72).

Footnote Form

[1]Congressional Record 117 (1971) 2619.

[2]U.S. Congress. Senate. Committee on Commerce. Dry Cereals. Hearings... 91st Congress, 2nd Session, 1970. (Serial No. 91-72), p. 59, Exhibit 7.

[3]Statement of Dr. Frederick J. Stare, in U.S. Congress. Senate. Committee on Commerce. Dry Cereals. Hearings... 91st Congress, 2nd Session, 1970. (Serial No. 91-72), p. 132-154.

[4]Senator Frank E. Moss, U.S. Congress. Senate. Committee on Commerce. Dry Cereals. Hearings... 91st Congress, 2nd Session, 1970. (Serial No. 91-72), p. 132.

Capitalization, Underlining and Punctuation

The methods of capitalization, underlining and punctuation followed in this manual are clarified in the examples given for the various types of citations. Appendix II is a collection of

all the citations used in the manual. In general, titles have been underlined and all important words capitalized. However, there are variations according to the type of citation, so that the examples should be consulted. It is important to keep in mind that modifications may be necessary so that governmental and non-governmental citations follow the same general pattern.

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HOW TO USE THIS MANUAL

It is preferable that the user read the entire manual before attempting a citation, because government publications cover a wide range of different kinds of material, and thereby demand different kinds of citations. It is possible, however, to scan either the Table of Contents, or the Index and turn directly to the kind of citation or question that faces you. Full citations are given for all examples, even though only part of the example, which is shaded, is being illustrated. Since sources other than the title page may have to be used for parts of the citation, consult the later sections of the manual. Also, sample citations have been arranged in Appendix II alphabetically so that you may quickly see the differences in form.

I. GENERAL PUBLICATIONS

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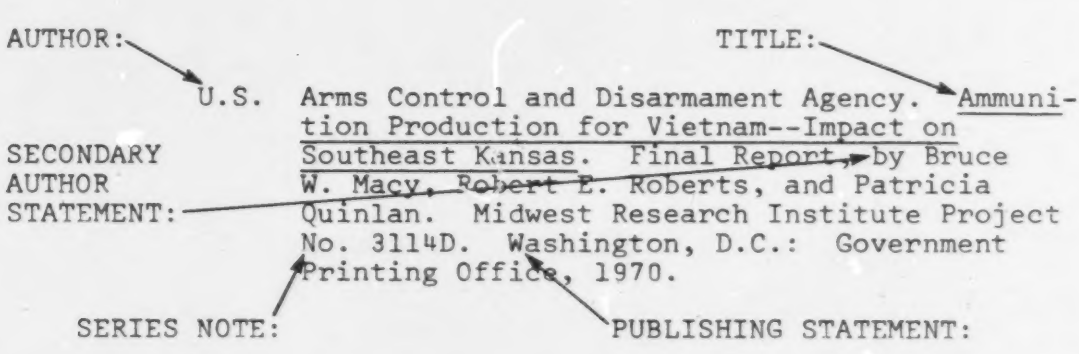
I. GENERAL PUBLICATIONS

This section is arranged according to the parts of a basic citation form as listed below:

U.S. Author. Title, Secondary author statement. Edition statement. Series note. Publishing statement.

EXAMPLE:


AUTHOR:
TITLE:
U.S. Arms Control and Disarmament Agency. Ammunition Production for Vietnam--Impact on Southeast Kansas. Final Report, by Bruce W. Macy, Robert E. Roberts, and Patricia Quinlan. Midwest Research Institute Project No. 3114D. Washington, D.C.: Government Printing Office, 1970.
SECONDARY AUTHOR STATEMENT:
SERIES NOTE:
PUBLISHING STATEMENT:

EDITION STATEMENT: None in this citation; see p. 10.

Always prefer the title page for purposes of citation, although the cover and other places may have to be used as supplementary sources.

A. Author

1. All United States documents will have the "U.S." as the first segment of the author statement. In nearly all cases a U.S. government document will have the authoring governmental unit's name clearly displayed.
2. Sometimes documents will be prepared by a non-governmental organization, but printed and distributed by a

unit of government. These publications are one of two types:

a) The publication, although prepared by a non-governmental body, is issued and distributed by a government agency whose name appears on the document.

EXAMPLE

Title page gives:

Ammunition Production for Vietnam--Impact on Southeast Kansas/Final Report/By Bruce W. Macy, Robert E. Roberts, Patricia Quinlan/Prepared for the U.S. Arms Control and Disarmament Agency/Prepared by Midwest Research Institute.

Citation:

U.S. Arms Control and Disarmament Agency. Ammunition Production for Vietnam--Impact on Southeast Kansas. Final Report, by Bruce W. Macy, Robert E. Roberts, and Patricia Quinlan. Midwest Research Institute Project No. 3114-D. Washington, D.C.: Government Printing Office, 1970.

b) The governmental unit's name does not appear on the document as an issuing agency. The material is then not regarded as a U.S. government publication.

EXAMPLE (NO. 1)

Cover title page gives:

National Assessment of Educational Progress/A Project of the Education Commission of the States/Report 2 - Citizenship: National Results - Partial Observations and Commentary of a Panel of Reviewers.

This document carries the G.P.O. imprint on the last page of printed matter, and was distributed by the U.S. Office of Education, whose name does not appear except in the acknowledgements.

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Citation:

Education Commission of the States. Citizenship: National Results-Partial Observations and Commentary of a Panel of Reviewers. National Assessment of Educational Progress, Report No. 2. Washington, D.C.: U.S. Government Printing Office, 1970.

EXAMPLE (NO. 2)

Title page gives:

Area Handbook for the Peripheral States of the Arabian Peninsula/Prepared for the American University/By Stanford Research Institute/Research and Writings Were Completed on April 15, 1970/Published 1971/DA Pam No. 559-92.

In this instance the publication was prepared outside the government, and issued by the Department of the Army (DA). Ordinarily the author would be the Department of the Army following the rule above. However, the only trace of its issuance by the Department of the Army is the notation "DA Pam No. 550-92", which is not explicit enough for someone unfamiliar with this particular item. Since the emphasis in this manual is on the specific information given on the title page, the author is not considered governmental.

Citation:

American University. Area Handbook for the Peripheral States of the Arabian Peninsula, by Stanford Research Institute. DA Pam. No. 550-92. Washington, D.C.: U.S. Government Printing Office, 1971.

3. When a governmental report is published by a commercial

publisher, its author is still regarded as a governmental unit (For citation of reprints see section F-4).

EXAMPLE

U.S. Commission on Obscenity and Pornography. Report. New York: Bantam Books, 1970.

4. In some cases a publication will be prepared by one governmental unit for another. The author is to be regarded as that unit under whose auspices the publication is published and/or distributed. The agency producing the document is named as a secondary author (For secondary author statement see section C).

EXAMPLE

Title page gives:

A Study of Assigned Risk Plans/Report of the Division of Industry Analysis, Bureau of Economics, Federal Trade Commission to the Department of Transportation/United States of America, **Department of Transportation**/August, 1970/By Dennis F. Reinmuth and Gary K. Stone.

Citation:

U.S. Department of Transportation. A Study of Assigned Risk Plans. Report of the Division of Industry Analysis, Bureau of Economics, Federal Trade Commission, by Dennis F. Reinmuth and Gary K. Stone. Automobile Insurance and Compensation Study. Washington, D.C.: Government Printing Office, 1970.

5. When the government unit's name is incorporated in the title of the report, separate the unit's name from the title, using the unit's name as the author.

EXAMPLE

Title page gives:

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Studies by the Staff of the Cabinet Committee on Price Stability.

Citation:

U.S. Cabinet Committee on Price Stability. Studies by the Staff. Washington, D.C.: Government Printing Office, 1969.

6. In addition to the "U.S." add the name of the department, agency, office or bureau, according to the following rules:

a) Cite the name as it appears on the publication, i.e., Department of Transportation, not Transportation Department.

b) Three unit designations beyond "U.S." should be sufficient for identification, although less than three may be satisfactory, depending upon the number provided in the publication.

c) Governmental units should follow the "U.S." in descending order from the larger to the smaller organizational unit. When more than three units are indicated, choose the two larger, and the smallest.

EXAMPLE (NO. 1)

Title page gives:

Department of Health, Education, and Welfare/Public Health Service/Health Services and Mental Health Administration/National Institute of Mental Health.

Citation:

U.S. Department of Health, Education, and Welfare. Public Health Service. National Institute of Mental Health. Narcotic Addicts in Kentucky, by John A. O'Donnell. PHS Pubn. No. 1881.

Washington, D.C.: Department of Health, Education, and Welfare, 1969.

EXAMPLE (NO. 2)

Title page gives:

Office of Academic Assistance/Law Enforcement Assistance Administration/U.S. Department of Justice.

Citation:

U.S. Department of Justice/ Law Enforcement Assistance Administration. Office of Academic Assistance. Selected Presentations from the 1970 National Conference on Law Enforcement Education, February 1-3, 1970, Jacksonville, Florida. Washington, D.C.: Government Printing Office, 1970.

d) If it is difficult to determine the hierarchical order of the governmental units, check the United States Government Organization Manual. Otherwise select by position, size type or prominence of display.

EXAMPLE

Title page gives:

Bibliography and Reference Correspondence Section/ **General Reference and Bibliography Division/Reference Department/The Library of Congress.**

There is no indication of hierarchical structure. The United States Government Organization Manual lists the last three units but not the first. Do not use the unlisted unit name in the citation.

Citation:

U.S. Library of Congress. Reference Department. General Reference and Bibliography Division. Presidential Inaugurations: A Selected List of

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References, compiled by Ruth S. Freitag. 3rd ed. Washington, D.C.: Government Printing Office, 1969.

7. The governmental unit's name is used as the author as opposed to the title of the person heading the unit.

   EXAMPLE

   Title page gives:

   United States General Accounting Office/By the Comptroller General of the United States.

   Citation:

   U.S. General Accounting Office. Report to the Congress: Effectiveness and Administration of the Eight Canyon Job Corps Civilian Conservation Center under the Economic Opportunity Act of 1964, Mescalero, New Mexico. Washington, D.C.: General Accounting Office, 1969.

B. Title

1. Cite the title and subtitle as they appear, capitalizing and underlining in the manner followed for non-governmental citations (See Introduction).
2. In cases such as reports where the government agency's name is incorporated in the whole title, separate the author and the title (See section A-5).

   EXAMPLE

   Title page gives:

   Report of the President's Commission on Campus Unrest.

   Citation:

   U.S. President's Commission on Campus Unrest. **Report.** Washington, D.C.: Government Printing Office, 1970.

3. Occasionally there will be supplementary material given which relates to, but is not strictly part of, the title. This information should follow the title, but is not underlined.

EXAMPLE

U.S. Department of Agriculture. Foreign Economic Development Service. The Marketing Challenge: Distributing Increased Production in Developing Nations. Proceedings of a Conference in Washington, D.C., June 18-19, 1970. Compiled by Martin Kriesberg. Foreign Economic Development Report No. 7. Washington, D.C.: Department of Agriculture, 1970.

C. Secondary Author Statement

Sometimes the actual person(s) or organization responsible for the work is recorded on the title page. This information should follow the title, listing the name(s) as it appears, and inserting "by" whether or not it is found on the title page.

EXAMPLE

U.S. Department of Health, Education, and Welfare. Public Health Service. National Clearinghouse for Mental Health Information. Bibliography on Human Intelligence, by Logan Wright. PHS Pubn. No. 1839. Washington, D.C.: Government Printing Office, 1969.

D. Edition Statement

Include the edition number if it is indicated on the publication.

EXAMPLE

U.S. Department of Health, Education, and Welfare, Social Security Administration. Social Security Handbook: Retirement Insurance, Survivors Insurance, Disability Insurance, Health Insurance for the Aged. 8th ed. Washington, D.C.: Government Printing Office, 1969.

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E. Series Note

List both numbered and unnumbered series, in that order, as they appear on the publication. A series note may appear in any number of places within the publication including front cover, title page, back cover, etc. Inclusion of a series note is very important in the location of government publications. Omit at your own risk.

EXAMPLES

U.S. Department of State. Diplomacy for the 70's: A Program of Management Reform for the Department of State. Dept. of State Pubn. No. 8551. Department and Foreign Service Series No. 143. Washington, D.C.: Government Printing Office, 1970.

U.S. Department of Health, Education, and Welfare. Office of Education. National Center for Educational Research and Development. Analytical Summaries of Specifications for Model Teacher Education Programs, by System Development Corporation. OE 58037. Washington, D.C.: Government Printing Office, 1970.

U.S. National Institute of Mental Health. Center for Studies of Crime and Delinquency. Youth in Turmoil: America's Changing Youth Cultures and Student Protest Movements, by Jack D. Douglas. PHS Pubn. No. 2058. Crime and Delinquency Issues. Washington, D.C.: Government Printing Office, 1970.

F. Publishing Statement

General form:

Place of publication: Publisher, Publication year.

1. Place of publication

Use "Washington, D.C." as long as the publisher is a governmental unit based in Washington. Otherwise use the appropriate place when it can be determined.

2. Publisher

While the term "publisher" is used here to parallel non-governmental citation forms, strictly speaking most national documents are not "published" by the G.P.O. in the same sense as "publishing" is regarded in the commercial publishing world. Rather, national documents are printed and distributed. Most national documents are "published" by the Government Printing Office. However, some governmental units do have their own publishing facilities.

a) The imprint for the Government Printing Office may appear somewhere on the first few pages, or, more frequently, on the last page of printed matter. The G.P.O. imprint may appear as "U.S. Government Printing Office" or the abbreviation "G.P.O." The name of this office should be cited as "Government Printing Office"; the "U.S." may be omitted as long as the citation itself begins with "U.S."

   Note:

   The statement, "For sale by the Superintendent of Documents, U.S. Government Printing Office," should not be taken to indicate the publisher. The document bearing this statement may or may not have been published by the Government Printing Office.

b) At times the Government Printing Office is not clearly indicated as the publisher. If there is also no indication of publication outside of the federal

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government, use the author as the publisher, repeating only the first section of the full author. "U.S." can again be omitted as in section 2-a.

EXAMPLES

U.S. Board of Governors of the Federal Reserve System. The Federal Reserve System - Purposes and Functions. 5th ed. **Washington, D.C.: Board of Governors of the Federal Reserve System, 1963.**

U.S. Department of Commerce. Office of Minority Business Enterprise. Directory of Private Programs Assisting Minority Business, 1970. **Washington, D.C.: Department of Commerce, 1970.**

3. Publication year

The year of publication may be found in a number of different locations, including the cover, title page, reverse of the title page, or the last printed page. The publication year is generally found on the last page of printed matter along with the Government Printing Office imprint. If there are two different dates given, use the later date as the year of publication.

4. Reprints

In the case of reprinted documents, cite the item according to the general rules in this manual, but add a statement following the original publishing statement listing the reprint information.

EXAMPLE

U.S. Congress. Senate. Library. Index of Congressional Committee Hearings (Not Confidential in Character) Prior to January 3, 1935 in the United

States Senate Library. Washington, D.C.: Government Printing Office, 1935. Reprinted, Westport, Conn.: Greenwood, 1971.

II. CONGRESSIONAL PUBLICATIONS

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II. CONGRESSIONAL PUBLICATIONS

A. Debates and Proceedings

1. Journals of the Continental Congress, 1774-1789

There are four editions of the journals:

Claypoole (official edition), 13 v.

Folwell (reprint), 13 v., 1800-1801.

Way and Gideon, 4 v., 1823.

Library of Congress, 34 v., 1904-1937.

General form:

Journals of the Continental Congress volume number (edition, year of publication) page(s).

Note: In the Claypoole edition, the year of publication will correspond with the year of the actual material.

EXAMPLE

Journals of the Continental Congress [redacted] (Library of Congress, [redacted], 536-539.

2. Annals of Congress, 1789-1824

The actual title of this publication is Debates and Proceedings in the Congress of the United States, but the shorter title, Annals of Congress, is commonly used, and is preferred for citation purposes.

General form:

Annals of Congress volume number (year of material) page(s).

EXAMPLE

Annals of Congress 13 (1803-04) 35.

3. Register of Debates in Congress, 1824-1837

General form:

Register of Debates in Congress volume (year of material) page(s).

EXAMPLE

Register of Debates in Congress 7 (1830-31) 1301-1500.

4. Congressional Globe, 1833-1873

This publication is cited by Congress and Session because of a confusion in the volume numbering.

General form:

Congressional Globe Congress, Session (year of material).

EXAMPLE

Congressional Globe 37th Congress, 2nd Session (1862) 2883.

5. Congressional Record, 1873-

The daily edition of this publication must be used for current citations, since the bound edition is published approximately one to two years after the session ends. The pagination of the current and bound editions differ, so that different citation forms are necessary.

a) Daily edition

General form:

Congressional Record volume number ("daily ed.," full date) page(s).

EXAMPLE

Congressional Record 117 (daily ed., Oct. 14, 1971) S4931.

b) Bound edition

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General form:

Congressional Record volume (year) page(s).

EXAMPLE

Congressional Record 117 (1971) 2619.

B. Bills, Acts, and Resolutions

General form:

U.S. Congress. House (or Senate). Bill, Act, or Resolution number, Title. Number of Congress, Session, Year of Session.

Notes:

1. In the case of bills, acts, and resolutions no underlining of the title is necessary.
2. The title may be shortened provided it remains distinctive (see the second example below).

EXAMPLES

U.S. Congress. House. H. Con. Res. 374, Concurrent Resolution Calling for the Humane Treatment and Release of United States Prisoners of War Held by North Vietnam and Its Allies in Southeast Asia, and for Other Purposes. 92nd Congress, 1st Session, 1971.

U.S. Congress. House. H.R. 8687, An Act To Authorize Appropriations during the Fiscal Year 1972 for Procurement of Aircraft, Missiles, Naval Vessels, Tracked Combat Vehicles, Torpedos, and Other Weapons, and Research Development, Test and Evaluation for the Armed Forces... 92nd Congress, 1st Session, 1971.

U.S. Congress. Senate. S. 2649, A Bill to Declare That Certain Federally Owned Land Is Held by the United States in Trust for the Lac du Flambeau Band of Lake Superior Chippewa Indians. 92nd Congress, 1st Session, 1971.

C. Hearings

General form:

U.S. Congress. House (or Senate). Name of Committee. Title.

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Number of Congress, Session, Year. Volume or part number, if any. (Series number, if any).

Notes:

1. Use the official name of the committee, e.g., Committee on the Armed Services, not Armed Services Committee. Any subcommittee name is omitted in this manual. However, a subcommittee name may be added to the citation if preferred.
2. Treat "Hearings before..." as a subtitle, not repeating the name of the committee or the title since it has already been given as citation author and title. Use ellipses (...) to indicate omissions in the subtitle.
3. It is usually sufficient to list only the first legislation number (H.R., S., etc.) if there are several.
4. If the number of congress and session does not appear on the publication, search out the information.
5. Use a volume and/or part number due to the length of many hearings.

EXAMPLES

U.S. Congress. Senate. Committee on Labor and Public Welfare. United Mine Workers' Election. Hearings... 91st Congress, 2nd Session, 1970.

U.S. Congress. Senate. Committee on Commerce. Dry Cereals. Hearings... 91st Congress, 2nd Session, 1970. (Serial No. 91-72).

U.S. Congress. House. Committee on the Armed Services. Review of the Military Exchanges and Commissaries and Related Activities. Hearings... 91st Congress, 2nd Session, 1970. (H.A.S.C. No. 91-81).

U.S. Congress. House. Committee on the Armed Services. Subcommittee No. 1 Hearing on the Stockpiling of Tin. 91st Congress, 2nd Session, 1970. (H.A.S.C. No. 91-78).

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U.S. Congress. Joint Committee on Atomic Energy. Environmental Effects of Producing Electric Power. Hearings... 91st Congress, 2nd Session, 1970. Vol. 1, Pt. 2.

U.S. Congress. Senate. Committee on Commerce. Metric Conversion. Hearings...on S. 2483... 92nd Congress, 2nd Session, 1972. (Serial No. 92-64).

D. Reports and Documents

1. Reports

General form:

U.S. Congress. House (or Senate). Name of Committee. Title. Report Number, Number of Congress, Session, Year.

Notes:

1. In the report number abbreviate House (H.), Senate (S.), and Report (Rept.). The report number should be listed as given on the report, e.g., H. Rept. 130, or H. Rept. 91-321. In the latter 91 designates the 91st Congress, a fairly recent innovation in the report numbering system.
2. The year specified in the general form refers to the date of the Congressional session.
3. In the case of a Senate Executive Report use the abbreviation S. Exec. Rept. This designation is currently used only by the Senate Committee on Foreign Relations.

EXAMPLES

U.S. Congress. House. Select Committee on Crime. Heroin and Heroin Paraphernalia. H. Rept. 91-1808, 91st Congress, 2nd Session, 1970.

U.S. Congress. House. Committee on Foreign Affairs. The Future of United States Public Diplomacy. H. Rept. 91-130, 91st Congress, 1st Session, 1969.

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U.S. Congress. House. Committee on Ways and Means. Tax Reform Act of 1969. H. Rept. 91-413 (Pt. 1), 91st Congress, 1st Session, 1969.

U.S. Congress. Senate. Committee on Rules and Administration. Investigation by the Committee on Commerce. S. Rept. 91-47, 91st Congress, 1st Session, 1969.

U.S. Congress. Senate. Committee on Foreign Relations. Convention on Endangered Species. S. Exec. Rept. 93-14, 93rd Congress, 1st Session, 1973.

2. Documents

General form:

U.S. Congress. House (or Senate). Title. Document Number, Number of Congress, Session, Year.

Notes:

1. Abbreviate House and Senate as in the above section, and use Doc. for Document. The document number itself should be listed as found on the document.
2. As in the reports section, the year corresponds to the Congressional session.
3. In the case of a Senate Executive Document use the abbreviation S. Exec. Doc. This designation is currently used only by the Senate Committee on Foreign Relations. Currently a Senate Executive Document can be identified by the term "Executive" followed by a capital letter. The word document does not appear, but is supplied for citation purposes.

EXAMPLES

U.S. Congress. House. Annual Report of the National Advisory Council on International Monetary and Financial Policies. H. Doc. 91-217, 91st Congress, 2nd Session, 1970.

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U.S. Congress. House. Selected Speeches of Dwight David Eisenhower. H. Doc. 91-355, 91st Congress, 2nd Session, 1970.

U.S. Congress. Senate. History of the Committee on Finance. S. Doc. 91-57, 91st Congress, 2nd Session, 1970.

U.S. Congress. Senate. Tax Convention with Romania. S. Exec. Doc. B, 93rd Congress, 2nd Session, 1974.

3. Bound Reports and Documents

a) American State Papers

This collection of documents and reports from the first 14 Congresses with some later materials was compiled some time after the original materials were published. The set is arranged by subject areas known as "classes."

General form:

U.S. Congress. "Title." American State Papers, Class Number (Class Title), Volume Number, Item Number (Date of Item).

EXAMPLE

U.S. Congress. "Treaties with Twenty-one Tribes." American State Papers, Class II (Indian Affairs), Vol. 2, No. 140 (Dec. 6, 1815).

b) Reports and Documents of the "Serial Set"

Since the American State Papers, Congressional reports and documents have been first published in a paperbound form, and subsequently published in a bound edition. This bound edition is usually referred to as the "serial set"; a volume of the set may contain several reports or documents with each volume being assigned a serial number. This serial number is useful in locating a report

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or document in the serial set. The Government Printing Office has printed this number on the spine only since the 88th Congress. However, many libraries have placed this number on the spine themselves and arranged the serial set by this number.

General form:

Use the same form for reports as in D-1, p. 21, and D-2, p. 22, with the addition of "Serial Set" and the volume number.

EXAMPLES

U.S. Congress. House. Committee on the Post Office and Civil Service. Improved Manpower Management in the Federal Government: Examples for the Period July-December, 1967. H. Rept. 1392, 90th Congress, 2nd Session, 1968. **Serial Set 12797-2.**

U.S. Congress. Senate. Report of the Secretary of the Senate from July 1, 1971 to December 31, 1971. S. Doc. 92-60, 92nd Congress, 2nd Session, 1972. **Serial Set 12979.**

E. Committee Prints

General form:

U.S. Congress. House (or Senate). Name of Committee. Title, Secondary Author if any. "Committee Print" or "Joint Committee Print" (Serial Number, if any). Place of Publication: Publisher, Year of Publication.

EXAMPLES

U.S. Congress. Senate. Committee on Finance. Medicare and Medicaid: Problems, Issues, and Alternatives. Committee Print. Washington, D.C.: Government Printing Office, 1970.

U.S. Congress. Joint Economic Committee. Thrift Institution Development in Latin America. Joint Committee Print. Washington, D.C.: Government Printing Office, 1970.

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U.S. Congress. House. Committee on Science and Astronautics. Inter-disciplinary Research -- An Exploration of Public Policy Issues, by Legislative Reference Service. Committee Print (Serial T). Washington, D.C.: Government Printing Office, 1970.

U.S. Congress. House. Committee on Public Works. Laws of the United States Relating to Water Pollution Control and Environmental Quality. Committee Print (91-33). Washington, D.C.: Government Printing Office, 1970.

U.S. Congress. Joint Economic Committee. Economic Policies and Practices: The Euro-dollar Market and Its Public Policy Implications, by Ira O. Scott, Jr. Joint Committee Print (Paper No. 12). Washington, D.C.: Government Printing Office, 1970.

III. PRESIDENTIAL PUBLICATIONS

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III. PRESIDENTIAL PUBLICATIONS

A. Current Materials

Current Presidential materials are located in the Federal Register, the Code of Federal Regulations (compilation of Title 3), and the Weekly Compilation of Presidential Documents. The types of materials covered include proclamations, executive orders, memos, letters, veto and other messages, and a variety of other items. Executive orders and proclamations will be found in all three publications mentioned above. Other types of materials will be found in the Weekly Compilation of Presidential Documents. Please note that the Weekly Compilation only began in 1965.

General form:

U.S. President. "Title." Series Number and/or (date)(See Note No. 1 below). Source citation (See Note No. 2 below).

Notes:

1. Series number and/or date

   The series number will be used only in the citation of proclamations and executive orders. Proclamations are cited as "Proc." followed by the number. Executive orders are cited as "E.O." followed by the number. The date is that date upon which the item was signed and is enclosed by parentheses. Presidential materials other than proclamations and executive orders require only the date of

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presentation enclosed by parentheses.

EXAMPLES (Full examples follow on p. 31)

Executive Order- E.O. 11653 (March 9, 1972)

Proclamation- Proc. 4113 (March 7, 1972)

Other Materials- (November 25, 1971)

2. Source Citation

a) Federal Register

General form:

Volume Number "F.R." Page(s) (Year).

EXAMPLES

37 F.R. 5279 (1972).

37 F.R. 5209-218 (1972).

b) Code of Federal Regulations (Compilation of Title 3 up through the 1971 issue. Beginning with 1972 it is 3A.)

General form:

Title Number (Always 3 or 3A) "C.F.R." (Years of Compilation) page(s).

EXAMPLES

3 C.F.R. (1966-70 comp.) 110-11.

3 C.F.R. (1959-63 comp.) 79.

c) Weekly Compilation of Presidential Documents

General form:

Weekly Compilation of Presidential Documents Volume Number, Issue Number (Date of Issue), page(s).

EXAMPLE

Weekly Compilation of Presidential Documents 8, No. 11 (March 13, 1972), 552.

FULL EXAMPLES: Executive Orders

U.S. President. "Exemption from Compulsory Retirement." E.O. 11653 (March 9, 1972). Weekly Compilation of Presidential Documents 8, No. 11 (March 12, 1972), 552.

U.S. President. "Classification and Declassification of National Security Information and Material." E.O. 11652 (March 8, 1972). 37 F.R. 5209-218 (1972).

U.S. President. "Including Certain Lands in the Cherokee National Forest." E.O. 11488 (October 13, 1969). 3 C.F.R. (1966-70 comp.) 818-19.

FULL EXAMPLES: Proclamations

U.S. President. "National Week of Concern for Americans Who Are Prisoners of War or Missing in Action." Proc. 4115 (March 10, 1972). 37 F.R. 5279 (1972).

U.S. President. "Cancer Control Month, 1967." Proc. 3776 (April 7, 1967). 3 C.F.R. (1966-70 comp.) 110-11.

U.S. President. "National Farm Safety Week, 1972." Proc. 4113 (March 7, 1972). Weekly Compilation of Presidential Documents 8, No. 11 (March 13, 1972), 540.

FULL EXAMPLES: Other Presidential Materials

U.S. President. "ACTION: Announcement of Intention to Nominate Walter Charles Howe, Jr., to be Deputy Director." (March 10, 1972) Weekly Compilation of Presidential Documents 8, No. 11 (March 13, 1972), 553.

U.S. President. "Health Care: The President's Message to the Congress." (March 2, 1972) Weekly Compilation of Presidential Documents 8, No. 10 (March 6, 1972), 504-16.

U.S. President. "Peking: Banquet Honoring the President (Toast by Premier Chou En-Lai at the Banquet in the Great Hall of the People)." (February 21, 1972) Weekly Compilation of Presidential Documents 8, No. 9 (February 28, 1972), 466-67.

B. Retrospective Materials

Retrospective materials are found in the Compilation of Messages and Papers of the Presidents, 1789-1897, the Presidential Papers series, and the Public Papers of the Presidents of

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the United States.

1. Compilation of the Messages and Papers of the Presidents, 1789-1897.

   This set was compiled and edited by James D. Richardson, and originally published as a House Miscellaneous Document in 1907. The set has been reprinted several times.

   EXAMPLES

   U.S. President. A Compilation of the Messages and Papers of the Presidents, 1789-1897, edited by James D. Richardson. Washington, D.C.: Government Printing Office, 1896, 1: 3.

   U.S. President. A Compilation of the Messages and Papers of the Presidents, 1789-1897, edited by James D. Richardson. n.p.: Bureau of National Literature and Art, 1908, 1: 3.

2. Presidential Papers series

   This is a microfilm series prepared by the Library of Congress with indexes to each Presidential set.

   EXAMPLE

   U.S. President. Papers of the President: Grover Cleveland. Washington, D.C.: Library of Congress, Series 4, Vol. 17 (December 3, 1887), Microfilm Reel No. 152.

3. Public Papers of the Presidents of the United States

   This series began with the Truman Administration, and is compiled for every administration thereafter. Since there is a title given for each item, use the given title in the citation as in the example below.

   EXAMPLE

   U.S. President. "The President's News Conference." (March 21, 1970) Public Papers of the Presidents of the United States: Richard Nixon (1970), by the National Archives and Records Service. Washington, D.C.: Government Printing Office, 1971.

IV. LAWS, REGULATIONS, TREATIES, SUPREME COURT DECISIONS, AND THE CONSTITUTION

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IV. LAWS, REGULATIONS, TREATIES, SUPREME COURT DECISIONS, AND THE CONSTITUTION

A. Laws

1. Slip laws and Statutes at Large

Laws are published in a "slip" or unbound form, and later published in a bound set entitled Statutes at Large. Only one form of citation is needed for either slip laws or Statutes at Large since the same information is given in either source. Please note that the citation for the future placement of a law in Statutes at Large (i.e., 83 Stat 852) will be found on the right-hand margin of the slip law.

General form:

Pub. L. number (Date approved), Title. Volume number of Statutes at Large Stat. Page number.

Note: "Pub. L." is the abbreviation for "Public Law"; "Stat." is the abbreviation for "Statutes at Large."

EXAMPLES

Pub. L. 91-190 (Jan. 1, 1970), National Environmental Policy Act of 1969. 83 Stat. 852.

Pub. L. 92-306 (May 27, 1972), Second Supplemental Appropriations Act, 1972. 86 Stat. 163.

2. United States Code

General form:

Title number U.S.C. Section number (Edition year).

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EXAMPLES

5 U.S.C. 903 (1970 ed.).

10 U.S.C. 3912 (1970 ed.).

B. Regulations

1. Federal Register

General form:

Volume number of Federal Register F.R. Page number.

EXAMPLES

37 F.R. 11734.

37 F.R. 13180.

2. Code of Federal Regulations

General form:

Title number C.F.R. Section number (Edition year).

EXAMPLES

49 C.F.R. 1304.31 (1972 ed.).

27 C.F.R. 5.31 (1972 ed.).

C. Treaties

Treaties are first published in an unbound form, and later republished in a bound form known as United States Treaties and Other International Agreements.

1. Unbound

General form:

U.S. Department of State. Title of Treaty. Series title and number, Date of signature.

EXAMPLE

U.S. Department of State. Weather Station (Cooperative Program at Guayaquil). Treaties and Other International Acts Series 6798, August 20, 1968.

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2. Bound

General form:

U.S. Department of State. "Title of Treaty." United States Treaties and Other International Agreements, Volume number, Part (if any), TIAS Number, Date of signature.

EXAMPLE

U.S. Department of State. "Weather Station (Cooperative Program at Guayaquil)," United States Treaties and Other International Agreements, Vol. 20, Pt. 3. TIAS No. 6798, August 20, 1968.

D. Supreme Court Decisions

Like other items above, Supreme Court decisions are published first in "slip" decisions or opinions, and later republished in a bound form known as United States Reports.

1. Unbound

General form:

Litigants, Docket number, Court, Date of decision.

EXAMPLES

Schilb v. Kuebel, 70-90, U.S. Sup. Ct., Dec. 20, 1971.

Lloyd Corp., Ltd. v. Tanner et al., 71-492, U.S. Sup. Ct., June 22, 1972.

2. Bound

General form:

Litigants, Volume number of United States Reports U.S. Page number (Year of decision).

EXAMPLES

Chambers v. Maroney, 399 U.S. 42 (1970).

Fourco Glass Co. v. Transmirra Corp., 353 U.S. 222 (1957).

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E. Constitution of the United States

General form:

U.S. Constitution, Article or Amendment, Section.

EXAMPLES

U.S. Constitution, Art. III, Sec. 2.

U.S. Constitution, Amendment XXIII, Sec. 1.

V. PERIODICALS

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V. PERIODICALS

To avoid confusion between governmental and non-governmental periodicals, and to distinguish between similar titles among governmental publications, add the name of the department or agency in parentheses following the title of the periodical, unless its name already appears in the title.

A. With volume numbering

General form:

Author (if any). "Title of Article," Title of Periodical (Government Department) Volume number (Issue number, if any):Page Full date.

EXAMPLES

"Secretary Rogers Argues Senate Support of the ABM Treaty and Interim Agreement on Strategic Offensive Arms," Department of State Bulletin 62(1724):50-55 July 10, 1972.

"Consumers Advise Medical Malpractice Commission," Consumer News (U.S. Office of Consumer Affairs) 2(8):2 July 15, 1972.

Johnson, Carmen. "GI Educational and Job Training Benefits," Occupational Outlook Quarterly (U.S. Department of Labor) 15(1):20-21 Spring 1971.

B. Without volume numbering

General form:

Author (if any). "Title of Article," Title of Periodical (Government Department) Full date, Page.

EXAMPLES

"Brief Explanation of the CPI," News (U.S. Department of Labor) July 21, 1972, p. 5.

"National Income and Product; Chart A8, National Income Components," Business Conditions Digest (U.S. Department of Commerce) August 1972, p. 16.

APPENDIX I: SELECTED LIST OF STYLE MANUALS

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APPENDIX I

Selected List of Style Manuals

Campbell, William G. Form and Style in Thesis Writing. Boston: Houghton Mifflin, 1954.

Hook, Lucyle, and Mary Gaver. The Research Paper. 4th ed. Englewood Cliffs: Prentice-Hall, 1969.

Hurt, Peyton. Bibliography and Footnotes: A Style Manual for Students and Writers. 3rd ed. Berkeley: University of

Manheimer, Martha L. Style Manual: A Guide for the Preparation of Reports and Dissertations. New York: Marcel Dekker, 1973.

Modern Language Association of America. The MLA Style Sheet. 2nd ed. New York: Modern Language Association of America, 1970.

Price, Miles O. A Practical Manual of Standard Legal Citations. New York: Oceana Publications, 1958.

Rothman, Marie H. Citation Rules and Forms for United Nations Documents and Publications. Brooklyn: Long Island University Press, 1971.

Seeber, Edward D. A Style Manual for Students Based on the MLA Style Sheet. Bloomington: Indiana University Press, 1964.

Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. 3rd ed. Chicago: University of Chicago Press, 1967.

_____. Student's Guide for Writing College Papers. Chicago: University of Chicago Press, 1969.

U. S. Library of Congress. Reference Department. General Reference and Bibliography Division. Bibliographical Procedures & Style, by Blanche Prichard McCrum and Helen Dudenbostel Jones. Washington, D.C.: Library of Congress, 1954.

APPENDIX II: SAMPLE BIBLIOGRAPHIC CITATIONS

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APPENDIX II

Sample Bibliographic Citations

American University. Area Handbook for the Peripheral States of the Arabian Peninsula, by Stanford Research Institute. DA Pam. No. 550-92. Washington, D.C.: U.S. Government Printing Office, 1971.

Annals of Congress 13 (1803-04) 35.

"Brief Explanation of the CPI," News (U.S. Department of Labor) July 21, 1972, p. 5.

Chambers v. Maroney, 399 U.S. 42 (1970).

Congressional Globe 37th Congress, 2nd Session (1862) 2883.

Congressional Record 117 (daily ed., Oct. 14, 1971) S4931.

Congressional Record 117 (1971) 2619.

"Consumers Advise Medical Malpractice Commission," Consumers News (U.S. Office of Consumer Affairs) 2(8):2 July 15, 1972.

Education Commission of the States. Citizenship: National Results-Partial Observations and Commentary of a Panel of Reviewers. National Assessment of Educational Progress, Report No. 2. Washington, D.C.: U.S. Government Printing Office, 1970.

Fourco Glass Co. v. Transmirra Corp., 353 U.S. 222 (1957).

Johnson, Carmen. "GI Educational and Job Training Benefits," Occupational Outlook Quarterly (U.S. Department of Labor) 15(1):20-21 Spring 1971.

Journals of the Continental Congress 25 (Library of Congress, 1825) 536-539.

Lloyd Corp., Ltd. v. Tanner et al., 71-492, U.S. Sup. Ct., June 22, 1972.

"National Income and Product; Chart A8, National Income Components," Business Conditions Digest (U.S. Department of Commerce) August 1972, p. 16.

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Pub. L. 91-190 (Jan. 1, 1970), National Environmental Policy Act of 1969. 83 Stat. 852.

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Register of Debates in Congress 7 (1830-31) 1301-1500.

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"Secretary Rogers Argues Senate Support of the ABM Treaty and Interim Agreement on Strategic Offensive Arms," Department of State Bulletin 62(1724):50-55 July 10, 1972.

U.S. Administrative Office of the U.S. Courts. Persons Under the Supervision of the Federal Probation System, Fiscal Year 1968. Washington, D.C.: Government Printing Office, 1970.

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U.S. Bureau of Prisons. The Jail: Its Operation and Management, ed. by Nick Pappas. Washington, D.C.: Bureau of Prisons, n.d.

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U.S. Commission on Civil Rights. Mexican Americans and the Administration of Justice in the Southwest. Washington, D.C.: Government Printing Office, 1970.

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*_____. House. H. Con. Res. 374, Concurrent Resolution Calling for the Humane Treatment and Release of United States Prisoners of War Held by North Vietnam and its Allies in Southeast Asia, and for Other Purposes. 92nd Congress, 1st Session, 1971.

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_____. House. Annual Report of the National Advisory Council on International Monetary and Financial Policies. H. Doc. 91-217, 91st Congress, 2nd Session, 1970.

_____. House. Opium and Narcotic Laws, by Gilman G. Udell. Washington, D.C.: Government Printing Office, 1968.

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_____. House. Committee on Foreign Affairs. The Future of United States Public Diplomacy. H. Rept. 91-130, 91st Congress, 1st Session, 1969.

_____. House. Committee on Public Works. Laws of the United States Relating to Water Pollution Control and Environmental Quality. Committee Print (91-33). Washington, D.C.: Government Printing Office, 1970.

_____. House. Committee on Science and Astronautics. Interdisciplinary Research -- An Exploration of Public Policy Issues, by Legislative Reference Service. Committee Print (Serial T). Washington, D.C.: Government Printing Office, 1970.

* For successive citations by the same author within the bibliography, use an eight-space underline ending with a period. This substitutes for the previous similar author. Use the underline for only the first two segments of the author statement, i.e., "U.S." and "Congress" as in the examples above. Other examples may be found later in this Appendix.

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INDEX

INDEX

Acts, 19

American State Papers, 23

Annals of Congress, 17

Area Handbooks, 5

Author, 3

...Combined with Title, 6

...General Publications, 3

...Non-governmental, 4

...Personal and/or Organizational, 10

...Successive Citations, 51

...Unit Arrangement, 7

Bills, 19

Capitalization, v

Code of Federal Regulations, 29

Committee Prints, Congressional, 24

Compilation of Messages and Papers of the Presidents, 31

Congressional Globe, 18

Congressional Record, 18

Congressional Materials, 17

...Bills, Acts, and Resolutions, 19

...Committee Prints, 24

...Debates and Proceedings, 17

...Documents, 22

...Hearings, 19

...Reports, 21

...Serial Set, 23

Constitution of the United States, 38

Debates and Proceedings in the Congress of the United States, 17

Documents, Bound Congressional, 23

Documents, Congressional, 22

Edition, 10

Executive Orders, 29

Federal Register, 29

Footnotes - Difference from Bibliographic Form, iv

Government Printing Office as Publisher, 12

Hearings, Congressional, 19

Journals of the Continental Congress, 17

Laws, 35

Periodicals, 41

Place of Publication, 11

Presidential Papers Series, 31

Presidential Publications, 29

Proclamations, 29

Public Papers of the Presidents of the United States, 31

Publication Year, General Publications, 13

Publisher, 11

Publisher, Commercial, 5

Punctuation, v

Register of Debates in Congress, 18

Regulations, 36

Reports, Bound Congressional, 23

Reports, Congressional, 21

Reprints, 13

Resolutions, 19

Serial Set, 23

Series Note, General Publications, 11

Statutes at Large, 35

Supreme Court Decisions, 37

Title, General Publications, 9

Title Page, 3

Treaties, 36

Treaties and Other International Acts Series, 36

Underlining, v

United States Code, 35

United States Treaties and Other International Agreements, 36

Weekly Compilation of Presidential Documents, 29

BEST COPY AVAILABLE